

WEST LAFAYETTE POLICE MERIT COMMISSION MINUTES

September 11, 2006

The West Lafayette Police Merit Commission met in regular session at City Hall Council Chambers on September 11, 2006 at 7:30 pm. In compliance with the Indiana Open Door Law, notice of this regular meeting was sent to the press and posted. Copies of the meeting agenda and unapproved minutes of the August 14, 2006 Regular Meeting and August 26 and 28, 2006 Executive Sessions were available at a table adjacent to the entrance to the Council Chambers.

Police Merit Commission President Polles called the meeting to order and presided.

The Pledge of Allegiance was repeated.

PRESENT: Commissioners Don Corrigan, Larry Leverenz, Virginia Nead, John Polles, and Joel Weber.

ALSO PRESENT: Commission Counsel Williams, Police Chief Marvin, Deputy Chief Walker, Clerk-Treasurer Rhodes, Human Resources Director Foster, two members of the police department, one member of the public, and one member of the media.

APPROVAL OF MINUTES

- A. Commissioner Leverenz's motion that the minutes of the August 14, 2006 meeting be approved was unanimously adopted.
- B. Commissioner Corrigan's motion to accept the minutes of the Executive Session on August 26, 2006 was unanimously adopted.
- C. Commissioner Corrigan's motion to accept the minutes of the Executive Session on August 28, 2006 was unanimously adopted.

ITEM FROM THE FLOOR

- A. Chief Daniel Marvin presented a West Lafayette Chief of Police Letter of Commendation to Investigator Marion for her hard work and efforts during the August internet predator undercover operation. The West Lafayette Police Department participated in this operation along with other local, state, and federal agencies. As a direct result of her efforts, she was able to obtain the necessary evidence to arrest five individuals. Chief Marvin thanked her for serving the department and the community so well.

OLD BUSINESS

- A. Commission President Polles reported that two vacancies exist within the Police Department and that the background investigations on the two individuals having the highest scores on the applicant eligibility list have been completed. Commissioner Weber's motion that a conditional offer of employment be made to the applicant whose background investigation was reviewed and discussed on August 28, 2006 was

unanimously adopted. Commissioner Weber's motion that a conditional offer of employment be made to the applicant whose background investigation was completed last Friday and which Commissioners have had a chance to review was also unanimously adopted. Commission President Polles further reported that a letter of resignation has been received from an officer that is effective September 14, 2006. In light of that letter, the name of the applicant having the next highest score on the applicant eligibility list has been provided to Chief Marvin.

- B. Commissioner Weber reported that all amendments to the Police Merit Commission Rules and Regulations that were approved on June 12, 2006 and July 10, 2006 have been incorporated into the Rules and Regulations. The Table of Contents, Index, Distribution List, and List of Effective Pages, adopted on June 12, 2006, has been added. Some formatting modifications as well as a few minor numbering corrections have been made. A complete copy of the amended Rules and Regulations was provided to all Commissioners, Chief Marvin, Human Resources Director Foster, and Commission Counsel Williams. After discussion, Commissioners were asked to review the amended document and provide any feedback to Commissioner Weber by September 18, 2006. Commissioner Weber will resolve any comments and inform the Clerk-Treasurer's Office when to distribute the amended Rules and Regulations. After Chief Marvin informs the Commissioners that a copy of the amended Rules and Regulations has been provided to all police officers, the amendments are effective and a copy of the Rules and Regulations will be posted on the City of West Lafayette web site.
- C. Commission President Polles reported that the Sergeant promotional interviews were complete and that the time consuming portions of the promotional process was in place for future use should the need arise. Should the need for a promotion to Sergeant arise, the six most recent evaluation scores as well as length of service score would have to be added to what is in place to determine the names of the three highest candidates to be forwarded to Chief Marvin.
- D. Deputy Chief Walker reported that testing of the next group of applicants would be on November 4, 2006 with an application cut-off date of October 20, 2006.
- E. Commissioner Nead reported on the police officer application review/revision process. Commissioner Nead, Commission President Polles, Human Resources Director Foster, Chief Marvin, and Deputy Chief Walker met to review the process and application. A one page "pre-application" has been prepared for use on the website. After physical fitness testing and the completion of the written examination, the actual application would be given to the candidate. The revision of the application is a work in progress. Deputy Chief Walker liked the "pre-application" form and requested that the additional criteria from the Merit Commission Rules and Regulations be added to the "pre-application" form. This additional criterion includes either completion of 60 semester hours or 90 quarter hours of post-secondary education, honorable completion of 2 years of military service, or completion of 2 years employment as a full-time law enforcement employee. After discussion, Commissioner Corrigan's motion that we accept this "pre-

application” with the additions proposed by Deputy Chief Walker and place this on the website was unanimously adopted. Commissioner Leverenz suggested that the department work toward an online “pre-application.” Ultimately, the Human Resource Department will provide all application assistance for the Police Department.

NEW BUSINESS

- A. Commissioner Weber reported that the Rules and Regulations require a review of all aspects of the testing process for new applicants at least once every two years. This was done in 2004 when the rules were adopted. Chief Marvin was requested to ask for a sample examination for Commissioner review from the company used for the applicant examination. Copies of the Indiana Law Enforcement Academy physical fitness standards were provided to all Commissioners. Commissioners were asked to review these physical fitness standards by the next regular meeting. Commissioner Corrigan volunteered to look into reasonable alternate standards for the physical fitness testing.
- B. Commission Counsel Williams led a discussion concerning summary discipline and the role of the Commission, including the requirements of Indiana’s Public Access Laws.
- C. Commission President Polles requested the formation of a working committee to discuss recruitment issues, including possible solutions. Commissioners Corrigan and Leverenz volunteered to work with members of the Police Department on the issue. Commissioner Corrigan will head the effort.

ITEMS FROM THE FLOOR


- A. Clerk-Treasurer Rhodes reported that we are nearing the 4th quarter of the budget cycle and that she will be transferring monies around within the budget. She requested a legal bill from Commission Counsel Williams.

PUBLIC COMMENTS

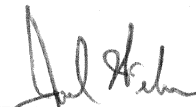
None.

ADJOURNMENT

The meeting adjourned at 8:27 pm.



John Polles
President



Joel Weber
Secretary

WEST LAFAYETTE POLICE MERIT COMMISSION
Meeting Agenda, 11 September 2006
7:30 P.M., Council Chambers, City Hall

Opening

Pledge of Allegiance
Roll Call
Approval of Minutes for
 Meeting on 14 August 2006
 Executive Session on 26 August 2006
 Executive Session on 28 August 2006

Old Business

Update on filling the patrol officer vacancies (Commissioner Polles)
Update on revisions of the Merit Commission's Rules and Regulations (Commissioner Weber)
Order of Merit List for promotion to sergeant (Polles)
Update on review of application process & forms (Commissioner Nead)

New Business

Need for review of Aptitude Test and Physical Agility Test (Weber)
General discussion concerning summary discipline and Indiana 'Open Door Law' (All)
Formation of a working committee to address recruitment issues (Polles)

Items from the Floor

Public Comments

Adjournment